

New Kent County Public Schools

Job Description: Executive Director of Human Resources



Position: Executive Director of Human Resources

Job Type: Full-time

Contract: 260 days; 12 month position

Salary Scale: Commensurate with Experience

FLSA Status: *Exempt*

Virtual Risk (COVID-19): Mild Risk

In-Person Risk: Moderate

General Definition of Work: This position is responsible for personnel policy development, recruitment, staffing, compensation, employee relations management, certification, training, organizational development, and special recognition programs. Major areas of responsibility include: recruitment and retention, employee compensation and benefits, employee engagement and employee relations, and strategic HR functions. The Human Resources Department also oversees teacher licensure and professional staff certifications, employee contracts, employee performance counseling, annual personnel evaluations and related talent management areas.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job.

- Administers employment policy, procedures, and recruitment and retention programs to ensure proper staffing of highly qualified full-time, part-time, and substitute personnel.
- Demonstrates leadership that supports the vision, mission, goals, and interests of the division.
- Collaborates with executive leadership to define the divisions long-term mission and goals.
- Researches, develops, and implements competitive compensation, benefits, performance appraisals, and employee incentive programs.
- Provides guidance and leadership to the Human Resource Management team; assists with resolutions, benefits questions, concerns, and collaborates with the Finance Department to ensure competitive compensation.
- Maintains knowledge of laws, regulations, and best practices in employment law and Human Resources.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Drafts and implements the division's staffing budget, and the budget for the Human Resource Department.
- Directs and oversees the Human Resources functions of recruitment, hiring, onboarding, compensation (in collaboration with the Finance Department), benefits, performance evaluations (in collaboration with the Instructional Department), employee engagement, risk management, retirement counseling and employee relations.
- Provides guidance and training in regard to the Fair Labor Standards Act, American with Disabilities Act, the Family Medical Leave Act and with EEOC and or Title IX complaints.
- Ensures NKCPs is in compliance with all applicable local, state and federal policies; regulations; laws; and internal audits as they pertain to the human resources functions.
- Confers with attorneys, advocates and members of the New Kent Education Association, as necessary.

- Conducts investigations and assembles pertinent information needed to take disciplinary action; makes recommendations regarding terminations, oversees and participates in grievance procedures. (Title IX)
- Works with Human Resources staff to implement an effective department plan that emphasizes communication and customer service.
- Manages the statutory and procedural aspects governing unemployment compensation claims with the Virginia Employment Commission.
- Advises administrators and directors on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Ensures that confidentiality is maintained among and by Human Resources staff in its work with those served by the department.
- Implements a comprehensive Human Resources plan that aligns with the NKCPSS 2025 strategic plan.
- Collaborates with other school divisions and outside agencies to remain competitive with regional salaries and benefits programs, common services and partnerships.
- Updates personnel handbook and associated Human Resources forms as needed or annually.
- Confers with principals and departments to determine staffing needs including transfers, dismissals, and promotions.
- Maintains electronic and paper personnel records of all employees to comply with division, state, local, and federal regulations.
- Keeps the Superintendent informed on pertinent Human Resource issues.
- Assists other personnel and performs other duties as may be required to ensure an efficient and effective work environment.

Knowledge, Skills and Abilities:

- Possess excellent written and verbal communication skills; interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents, and community leaders.
- Demonstrate strong supervisory and leadership skills.
- Maintain excellent organizational skills and attention to detail.
- Demonstrates effective administration of multifaceted operations and creative thinking skills.
- Knowledge of best research practices in Human Resources and educational administration.
- Ability to identify and solve problems.
- Ability to create, to understand, and implement budgets, budgeting practices and monitor expenditures.
- Proficient skills with Microsoft Office Suite or related software.

Education and Experience: A Master's degree in School Administration and Supervision; Human Resources leadership experiences or extensive experience in organizational administration with prior school division level administrative experience is strongly preferred.

Special Requirements:

Certified in Human Resource Management; certified as SHRM-Senior Certified Professional-SHRM-SCP is preferred or certified as SHRM Certified Professional (SHRM-CP). The selected candidate will possess the appropriate license(s), certificate(s), and/or endorsement(s) for the position as required by the Commonwealth of Virginia and School Board. Possession of an appropriate driver's license valid in the Commonwealth of Virginia and the ability to operate motor vehicles is required.

Evaluation:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations.

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Reports To: Superintendent

Required Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information.

Human Interaction: Requires the ability to maintain a cordial and effective relationship with all stakeholders, visitors and clients.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to be on site within the school division while others operate equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform calculations for staffing officers and budgeting purposes, interpret graphs and raw data as needed.

Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Working Conditions and Physical Requirements:

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work at the work site or school construction work site daily, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination; hearing is required to perceive information at normal spoken word levels; most tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed on-site within the school division with and without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Work is generally in a moderately noisy location (e.g. construction sites, business office, playground, classroom, light traffic).

The New Kent County School Division will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job.

The New Kent County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, pregnancy (including childbirth or related medical conditions), marital status, sexual orientation, genetic information, veteran status or disability is prohibited.

New Kent County Public Schools will conduct a background investigation (fingerprinting) of all individuals recommended for employment.